

**Correct as at 26th April 2026. It may be superseded at any time.**

**Extract taken from:** In-service certification (WoF and CoF) > Introduction > Inspection and certification process > Overview – steps in the inspection and certification process

## Overview – steps in the inspection and certification process

In order to inspect and certify a vehicle for a WoF or CoF the vehicle inspector and inspecting organisation must take the following steps:

1. Know the vehicle inspector's and inspecting organisation's responsibilities.

The legal responsibilities are listed in [section 3.1](#). The vehicle inspector and inspecting organisation must read these and understand them.

2. Identify the vehicle class.

A table of vehicle classes is given in section [section 3.2](#).

3. Identify whether the vehicle requires a WoF or CoF inspection.

[Section 3.3](#) shows a list of vehicles that require a WoF, a list of vehicles that require a CoF and a list of vehicles that do not require a WoF or CoF.

4. Establish whether the vehicle may be inspected for the purposes of issuing a WoF or a CoF.

The vehicle must meet a number of criteria before inspection. These are listed in [section 3.4](#).

5. Establish whether the vehicle complies.

[Section 3.5](#) explains how to use this manual in order to determine the vehicle's compliance with the requirements.

6. Complete the inspection documentation (checksheet).

[Section 3.6](#) explains the requirements for handling and completing checksheets.

7. Record the inspection outcome ('determination').

[Section 3.7](#) explains how to record WoF and CoF inspection results into the NZTA computer system (Vehicle Inspection and Certification (VIC) and LATIS).

8. Issue the WoF label, CoF label, or temporary permit.

[Section 3.8](#) explains the requirements when issuing the WoF label, CoF label, or temporary permit and attaching it to the vehicle.

9. Collect fees.

[Section 3.9](#) lists the requirements for the inspecting organisation when charging and collecting fees.

3.10 Operating a vehicle without a current WoF or CoF.

[Section 3.10](#) explains the vehicle operator's responsibilities when operating a vehicle without a current WoF or CoF.